State Network Log-in and Log-off Procedures

<table>
<tr><td rowspan="5">LOG ON</td><td colspan="2">NCAS STATE NETWORK LOG-ON/OFF SCREEN</td></tr>
<tr><td>•</td><td>Type CICSSCCP or CICSNC23 in the APPLICATION field and press Enter.</td></tr>
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	NCAS STATE NETWORK LOG-ON/OFF SCREEN
LOG ON	• Type **CICSSCCP *or* CICSNC23** in the APPLICATION field and press ⟦Enter⟧.
	CICS Screen
	• Type your **RACF ID** in the USER ID field and press ⟦Tab⟧.
	• Type your **agency's bill code** in the BILL-CDE field and press ⟦Tab⟧.
	• Type **your RACF password** in the PASSWORD field and press ⟦Enter⟧. This is the first log on screen. It utilizes your RACF ID.
	🗁 If you receive the message **ALREADY LOGGED ON @ ZDAXXX**, press the ⟦F12⟧ key. If you encounter problems logging on to this screen, contact ITS @ 919-754-6000.
	• After you receive sign-on confirmation, type **msas** at the blinking cursor on the blank screen and press ⟦Enter⟧.
	MSAS Screen
	• Type your **operator ID** in the OPERATOR ID field and press ⟦Tab⟧.
	• Type **your operator password** in the PASSWORD field and press ⟦Enter⟧.
	🗁 If you encounter problems logging on to this screen, contact the OSC Support Services @ 919-707-0795.
LOG OFF	**MSAS Screen**
	• Press the ⟦Home⟧ to move to the NEXT FUNCTION field.
	• Press the ⟦Tab⟧ key to move to the ACTION field.
	• Type SO in the ACTION field and press ⟦Enter⟧.
	• Press the ⟦Pause⟧ key to clear the screen.
	Blank Screen
	• Type **LOGOFF** where the cursor is located on the screen and press ⟦Enter⟧.